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## APPENDIX B

GLOSSARY OF TERMS

ACCOMPANIED OVERSEAS TOUR: A tour of duty outside the continental United States during which dependents are authorized to and may accompany their sponsor.

ACCOUNTING CATEGORY (AC) CODE: A code used to identify authorizations that have a special or unique characteristic (e.g., ADDU relationship). Reference (r) contains code descriptions.

ACTIVE DUTY (ACDU): Full-time duty in the military service of the U.S. (other than active duty for training purposes).

ACTIVITY (ACTY): A unit, organization, or installation performing a specific mission or function and established under a commanding officer, officer in charge, etc. (e.g., Naval Air Station, Naval Shipyard, Naval Station, a specific air squadron, ship, etc.).

ACTIVITY CODE: A 10-digit code identifying each activity. The first four numbers represent the type of activity (i.e., 1452: Naval Air Station), the next four numbers are unique to a specific activity, and the last two numbers indicate a parent-component activity relationship (00: parent activity, 01 - 99: component activity of the parent).

ACTIVITY GROUP/SUB-ACTIVITY GROUP (AGSAG): An alpha-numeric code which facilitates manpower claimant alignment of similar types of activities/functions for budget justification and accounting purposes.

ACTIVITY MANPOWER DOCUMENT (AMD): The qualitative and quantitative expression of manpower requirements (military, civilian, and contractor) and authorizations (military) allocated to a naval activity to perform the assigned MFTs or ROC/POEs. It has the following uses and applications:

a. As an expression of manpower needs of an activity, it is the authority used by CHNAVPERS and the applicable Enlisted Personnel Distribution Office to provide requisite military personnel distribution and Naval Reserve recall.

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b. It is the basic document for current and future peacetime and mobilization Navy military manpower planning in the areas of personnel strength planning, recruiting, training, promotion, personnel distribution, and naval reserve recall.

c. It is the single official statement of organizational manning and manpower authorizations (BA).

ADDITIONAL DUTY (ADDU): Part-time functional requirements to which an individual is assigned, and which is in addition to the primary duty. The duty may or may not be at the permanent duty station. Such additional duty should normally require less than 50 percent of the incumbent's time.

AMD CHANGE REQUEST: The automated packet used by activities to request manpower requirement and/or authorization changes to the AMD into TFMMS.

APPROPRIATION: An annual authorization by an Act of Congress to incur obligations for specified purposes and to make payments out of the Treasury. Appropriations are subdivided into budget activities, subheads, programs, projects, etc.

APPROPRIATION SPONSOR: OPNAV Principal Officials (OPOs) are charged with supervisory control over an appropriation.

ASSUMED TASKING/WORKLOAD: Work being accomplished which is not normally tasked or required of the work center/ organizational component (i.e., no identifiable tasking document). Assumed workload should not be used to support manpower requirements. (See Inferred Tasking/Workload)

AUTHORIZATION (AUTH): Manpower requirement supported by appropriate funding or meeting other established criteria.

BILLET IDENTIFICATION NUMBER (BIN): A 7-digit number generated by TFMMS when a manpower requirement, organizational header, or billet note is initially entered into TFMMS.

BILLET SEQUENCE CODE (BSC): A 5-digit, ascending sequence of numbers determined by manpower claimants and/or activities to organizationally structure manpower requirements, organizational headers, and billet notes within an activity's AMD.

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BILLET TITLE: A descriptive title that indicates the primary function of a specific requirement. Organizational titles and billet titles conform to the organization structure approved by the cognizant command, bureau, or office.

BUDGET YEAR: The fiscal year following the current fiscal year. The fiscal year which is the subject of new budget estimates.

BUDGETING: A plan for accomplishing an organization's program objectives through planning, decision-making and management control for a specified period of time.

CAPABILITY: The ability to execute a specified course of action.

CEILING: A numerical limitation imposed by Congress, OSD, CNO, and the manpower claimant on the number of military manpower spaces authorized to each service.

CHAIN OF COMMAND: The succession of offices from a superior to a subordinate through which command is exercised.

COMBAT MANPOWER: Manpower associated with ships and aircraft squadrons. Combat manpower is all manpower associated with units included in the Strategic Forces and General Purpose Forces DMCs.

COMBAT READINESS

a. When applied to organizations or equipment it means availability for combat operations; or

b. When applied to personnel it means qualified to carry out combat operations in the unit to which they are assigned.

COMMERCIAL ACTIVITIES (CA): A function either contracted or operated by a Navy field or headquarters activity that provides a product or service obtainable from a commercial source.

COMPONENT: A sub-unit of a parent activity established to permit separate accounting and management due to remote location, a different program element, or to support special personnel management. Identified by last two digits of the activity code and a separate UIC.

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CYCLE

a. An interval or space of time in which one round of elements that recur regularly and in the same sequence is completed.

b. An interval or space of time during which a representative composition and amount of work is performed in a work center.

DATA ELEMENT: A basic unit of information having a unique meaning, which has subcategories (data items) of distinct units or values; e.g., pay grade, race, geographic location. In manpower, each item on the AMD is a distinct data element.

DECREMENT: A term used in the programming process to describe reductions of resources (such as MPN or RPN) associated with specific programs. Decrements are most often used by sponsors to pay for other programs of higher priority, or to readjust priorities or to recognize fact of life situations.

DEFENSE OFFICER PERSONNEL MANAGEMENT ACT (DOPMA): Congressional legislation controlling military officer communities, specifically with respect to officer paygrades O-4 and above.

DEFENSE PLANNING GUIDANCE (DPG): Document in which SECDEF issues broad guidance to the services, describing the defense objectives to be supported by the forces required to counter that threat.

DEFENSE WORKING CAPITAL FUND/NAVY WORKING CAPITAL FUND (DWCF/NWCF): Combines existing commercial and business operations that were previously managed as individual revolving funds into defense and individual military service revolving or business management funds (previously known as DBOF).

DEPARTMENT OF THE NAVY (DON): DON is composed of SECNAV; CNO; the Headquarters, Marine Corps; the entire operating forces, including naval aviation, of the Navy and the Marine Corps, and the reserve components of those operating forces; all field activities, headquarters, forces, bases, installations, activities, and functions under the control or supervision of SECNAV; the Coast Guard when it is operating as a Service in the Navy. (Public Law 99-433)

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DEPARTMENT OF THE NAVY PLANNING GUIDANCE (DONPG): Provides guidance for DON activities participating in the DOD planning process and also provides guidance which is considered in the development of the DON POM.

DEPRIVED RATING: Ratings and NECs in paygrades E-5 through E-9, requiring additional shore manpower requirements to meet CNO sea/shore rotation ratio goals.

DESIGNATOR: The primary specialty qualification category of an officer.

DIRECTED FUNCTION: A manpower requirement that has been established by a written directive from higher authority (CNO or SECNAV). Such positions are not automatically added to the validated manpower requirements of a work center; the overall work center manpower requirements are first determined, and the directed function is then identified within the total. In other words, the total workload and associated work-hours will be measured and equated to needed requirements. Every attempt should then be made to ensure that the directed manpower requirements are included with the total manpower requirements and not simply added to the total manpower requirement.

DISESTABLISHMENT: To eliminate an activity from DON. In this sense, the term usually applies to the elimination of shore (field) activities which thus cease to exist as separate activities.

DOWNGRADE: To lower the paygrade assigned to a manpower requirement and/or authorization.

DUTY: The assignment of individuals, usually for a 24-hour period, which requires their presence on board the activity to meet any demands with respect to security, safety, or mission fulfillment, especially during periods which are other than normal working hours (i.e., weekends and the hours from 1630 1 day until 0800 the following day).

EDUCATIONAL LEVEL: Formal education attainment identified by a certificate, diploma, or degree.

END STRENGTH: The number of officer and enlisted requirements which can be authorized (funded) based on approved budgets. End strength is set forth for each activity in the FYDP.

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ENLISTED PROGRAMMED AUTHORIZATIONS (EPA): A recurring, published document summarizing enlisted authorizations contained in TFMMS. The EPA projects planned authorizations for current and future FYs (budget and program years). Planned authorizations are summarized by rating and paygrade within rating groups for each FY and controlled precisely to the approved end strength for each of the FYs.

FATIGUE: A physical and/or mental weariness, real or imaginary, existing in a person, adversely affecting the ability to perform work.

FLEET MANPOWER DOCUMENT (FMD): Displays, in detail, quantitative and qualitative manpower requirements of a sea duty activity or a sea duty activity with shore duty component(s) that are operationally dependent upon one another and include operational units other than ships or squadrons. Requirements are predicated on a ROC statement under a POE, specified operating profile, computed workload and established doctrinal constraints.

FORCE: An aggregation of military personnel, weapon systems, and necessary support or combination of such elements.

FORCE STRUCTURE: The aggregation of units and personnel associated with the fleet and shore establishment required for sustained performance of the defense mission. Force structure does not include manpower associated with TPPH, students, midshipman, and officer candidates.

FULL MOBILIZATION: Expansion of the Armed Forces resulting from action by Congress or the President to mobilize all units in the existing approved force structure and all individual reservists, as well as the required equipment and supplies.

FULL-TIME EQUIVALENT (FTE): Work-hours or partial work-years expressed in terms of their relationship to 1 whole work-year.

FUNCTION: The aggregation of occupationally-related tasks within a mission.

FUNCTIONAL AREA CODE (FAC): A 1-position alpha-numeric code used to identify additional manpower requirement and/or authorization information, special consideration in detailing personnel, and provides for automated tracking of certain categories of manpower authorizations. Reference (r) contains code descriptions.

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FUNCTIONAL SPONSOR: An official at the OPNAV, manpower claimant, or SMC level having technical knowledge of or cognizance over specific mission and/or functional areas. Functional sponsors provide assistance in manpower requirements' determination.

FUNCTIONS: The appropriate responsibilities or assigned duties, responsibilities, missions, or tasks of an individual office or organization. The first organizational breakdown of the mission into its organizational levels. The function often corresponds to the departmental level.

FUTURE YEARS DEFENSE PROGRAM (FYDP): The official program that summarizes SECDEF-approved plans and programs for DOD. The FYDP is published at least annually. The FYDP is also represented by a computer data base which is updated regularly to reflect budget decisions and reprogramming actions.

GRADE: A step or degree in a graduated scale of military rank or civilian grade that has been established by law or regulation.

GRADUATED MOBILIZATION RESPONSE: A strategic concept, that is a controlled approach to planning, programming, budgeting, and executing mobilization actions, and in particular those relating to the industrial base.

INDIVIDUALS ACCOUNT (IA): A Defense Planning and Programming Category of manpower that includes military personnel who are not considered force structure manpower and consists of TPPH and students, trainees, and cadets.

a. TPPH

(1) TRANSIENTS. This category contains only the transient program element, and consists of active duty military personnel in travel, leave in route, or temporary duty status (except for training) while on Permanent Change of Station orders.

(2) PATIENTS, PRISONERS, AND HOLDEES. This category contains only the Personnel Holding Account program element consisting of active duty military personnel dropped from the assigned strength of an operational or training unit for reasons of medical, disciplinary, or separation non-availability.

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b. STUDENTS, TRAINEES, AND CADETS/MIDSHIPMEN. This category contains active service officer students, active enlisted students, active enlisted trainees, service academy cadets and midshipmen, and active officer accession students not assigned to a specific unit or activity.

INDIVIDUAL READY RESERVE (IRR): Reservist assigned non-pay, either drilling in a voluntary training unit (VTU) or not drilling.

#### INDUSTRIAL ENGINEERING

a. The art and science of utilizing and coordinating personnel, equipment, and materials to attain a desired quantity and quality of output at a specified time at an optimum cost. This may include gathering, analyzing, and acting upon facts pertaining to buildings and facilities, layouts, personnel organizations, operating procedures, methods, processes, schedules, time standards, wage rates, wage payment plans, costs, and systems for controlling the quantity and quality of goods and services.

b. The design, improvement, and installation of integrated systems of personnel, materials, and equipment. It draws upon specialized knowledge and skill in mathematical, physical, and social sciences together with the principles and methods of the results to be obtained from such systems.

INFERRED TASKING/WORKLOAD: Workload being performed by a person in a given work center/organizational component, but which is defined as the responsibility of another work center/organizational component or is not specifically tasked to a work center/organizational component but is "inferred" by the general tasking. It can be treated by transferring either the workload (prior to measurement), or the time expended on that workload (after measurement), to the appropriate work center/organizational component. If not specifically tasked, the workload should be validated with the manpower claimant prior to using to support manpower requirements.

INTER/INTRA SERVICE SUPPORT AGREEMENT (ISA): Action by one military service or element thereof, to provide logistical and/or administrative support to another military service or element thereof. Such action can be recurring or non-recurring in character, on an installation, area, or worldwide basis.



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M-DAY: The day the National Command Authority (NCA) declares Full Mobilization.

MANAGEMENT INFORMATION SYSTEMS (MIS): Existing data bases which should be used when possible as a source of input for developing ERs, staffing standards, and other manpower related studies/information.

MANNING: The specific inventory of personnel at an activity in terms of numbers, grades, and occupational groups.

MANNING CONTROL AUTHORITY (MCA): In the enlisted distribution system, the MCA is the naval authority who is tasked with determining the quantity, quality, and priority for assignment of personnel to all requirements within activities for which personnel distribution responsibility has been assigned. This is accomplished by establishing priorities in the requisition system, monitoring assignments, and initiating actions to correct manning personnel deficiencies.

MANPOWER BALANCING: See QUAN/QUAL Balancing.

MANPOWER CLAIMANT: In the Resource Management System, the major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions and tasks.

MANPOWER MANAGEMENT: The methodical process of determining, validating, and using manpower requirements as a basis for budget decisions; determining manpower authorization priorities based on available funding and personnel inventory; and the ability to link all these factors together.

MANPOWER, PERSONNEL, AND TRAINING INFORMATION SYSTEMS (MAPTIS): MAPTIS is the aggregate of the separate but interrelated ADP information systems that support the Navy's total force management. MAPTIS provides an integrated management approach for systems which have been planned and developed under various management schemes. The systems have been grouped into two types: management information systems (MIS) which utilize large-scale systems of records and process factual data; and decision support systems (DSS) which are model-based systems for the projection of future trends.

MANPOWER REQUIREMENT: The minimum quantitative and qualitative resource needed to perform a specific mission, function, or task.

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MANPOWER RESOURCES: Human resources available that can be applied against manpower requirements.

MANPOWER TYPE: Defines the manpower category (officer, enlisted, civilian, etc.) used to authorize the manpower requirement. Reference (r) contains code descriptions.

MILITARY ESSENTIALITY CODE (MEC): A code to denote the reason for military staffing (i.e., combat readiness, law, training, discipline, or military background). Reference (r) contains code descriptions.

MILITARY PERSONNEL NAVY (MPN): The PPBS account for pay, allowances, and clothing for active duty military personnel.

MILITARY SKILL: Skill associated with a military paygrade as opposed to occupational specialties. Defined for enlisted personnel under the Naval Standards section of the Occupational Standards.

MISSION: The highest generalized level of descriptive official tasking by higher authority required to accomplish the Navy's assigned war fighting and support capability.

MOBILIZATION: The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. This includes activating all or part of the reserve components, as well as assembling and organizing personnel, supplies, and material.

NAVY ENLISTED OCCUPATIONAL CLASSIFICATION SYSTEM (NEOCS): Provides the method the Navy uses to identify enlisted personnel skills and the manpower requirements associated with these skills. The system forms the basis for actions taken concerning enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization. NEOCS consists of the enlisted rating structure and its supplement, NEC structure. Special qualifications further complement both the enlisted rating structure and the NEC structure.

NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM (NOOCS): Provides a means to identify the skills, education, training, experience, and capabilities of officer personnel and the Navy's officer requirements. The system is designed to facilitate efficient personnel and manpower planning, procurement, training, promotion, distribution, career development, and the orderly call

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to active duty of inactive duty personnel. NOOCS consists of four major subsystems (the designator/grade structure, the NOBC structure, the subspecialty structure, the AQD structure).

NAVY STANDARD WORKWEEKS: The total times expressed in average hours per week, that are available per person to accomplish the required workload (including watches) of the various types of Navy units. Navy standard workweeks are key elements in the calculation of Navy manpower requirements.

NAVY TRAINING PLAN (NTP): The principal document for defining manpower, personnel, and training requirements for new aviation equipment, system, subsystem, or total ship developments; ships transferred to the Naval Reserve; Reserve Programs; area training requirements or mission continuation; and the resources (manpower, training, equipment, military construction, etc.) necessary to support the training requirements. It controls the planning and implementing action for meeting the requirements for the system, subsystem, or subsystem component or non-hardware oriented development, to produce trained and qualified personnel required to install, operate, maintain, or otherwise use the same being introduced into the Navy.

NAVY WORKING CAPITAL FUND (NWCF): See Defense Working Capital Fund (DWCf).

NONBUDGETED MANPOWER: Manpower resources used by an activity which are not included in the activity's budget line (e.g., temporary additional duty (TAD), transient, nonappropriated funded, reserves, military students, marines, borrowed, and other (miscellaneous) support such as volunteers, civilian student aids, interservice support received categories).

OCCUPATIONAL STANDARDS (OCC STDS): Standards that express the Navy's minimum requirements for enlisted occupational skills.

OFFICER DISTRIBUTION CONTROL REPORT (ODCR) (NAVPERS 1301/5): A monthly report, issued by CHNAVPERS and updated by each activity, which displays each officer manpower authorization by CNO within a given naval activity and indicates the name and other pertinent information concerning the incumbent of that requirement.

OFFICER PROGRAMMED AUTHORIZATIONS (OPA): A recurring, published document projecting planned officer authorizations for current and future FYs (budget and program years). Planned authorizations are summarized by designator and paygrade within

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designator for each FY and controlled precisely to the approved end strength for each of the FYs.

OTHER MOBILIZATION (OTHMOB) DESIGNATION: Manpower requirement necessary for mobilization but not meeting the SELRES criteria.

PAY PLAN (PY PL): A system or schedule authority; such as statutes, Executive Orders, and regulations of the Office of Personnel Management, or other agencies, establishing and governing rate of pay for civilian employees.

PEACETIME REQUIREMENT (PR) CODE: Indicates whether the manpower requirement exists during peacetime only, mobilization only, or peacetime and mobilization.

PERSONAL, FATIGUE, AND DELAY (PF&D): Work-hours added to leveled or base time to provide for personal needs, fatigue, and unavoidable delay. (Usually applied as a percentage of the leveled, normal, or adjusted time.)

a. Personal - Allowance included in a standard to permit the worker to attend to personal necessities such as obtaining water, making trip to rest room, etc.

b. Fatigue - Allowance included in the production standard to allow for decreases or losses in production that might be attributed to fatigue (include coffee breaks).

c. Delay - Allowance for unavoidable delay due to actions beyond the control of the worker or supervisor.

PERSONNEL ASSIGNED: A tabulation of all officer and enlisted personnel charged to an activity. This information is presented in the unit's ODCR and EDVR.

PERSONNEL INVENTORY: Numbers of personnel available by occupational classification, paygrade, and distribution category.

PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS): Assists the CNO and SECNAV in making decisions regarding the allocation of Navy resources. A formalized procedure by which strategy is developed in consideration of the threat. Force requirements are developed to support the strategy; programs are developed to provide over a period of time the ships, aircraft, weapons systems and manpower for the force requirements. Programs are reviewed for execution, estimates are refined and funds are

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budgeted to obtain the required manpower and weapons systems. At the DON level the system produces inputs to the DOD planning process, the DON POM, DON budget estimates and DON input to the President's budget.

POSTGRADUATE EDUCATION: A course of study beyond the baccalaureate level which may or may not lead to the awarding of an advanced degree.

PROGRAM

a. A combination of PEs designed to express the accomplishment of a definite objective which specifies the time-phasing of required actions and the means proposed for its accomplishment. Programs are aggregations of PEs based upon the first two numbers in the PE code, and in turn, aggregated to the total FYDP.

b. A plan or scheme of action designated for the accomplishment of a definite objective which is specific as to the time-phasing of the work to be done and the means proposed for its accomplishment, particularly in quantitative terms, with respect to manpower, material, and facilities' requirements. The program provides a basis for budgeting.

PROGRAM BUDGET DECISION (PBD): A SECDEF/Office of Management and Budget (OMB) decision in prescribed format directing changes to the FYDP related to funding issues.

PROGRAM DECISION MEMORANDUM (PDM): A document which provides decisions of SECDEF and DEPSECDEF, supported by the DRB, from the results of the program review process on POMs.

PROGRAM ELEMENT (PE): Identifies and allocates resources to a specific Navy warfare and/or supportive program. Resources include Navy personnel, equipment, and facilities.

PROGRAM MANAGER: An individual who has the responsibility of managing resources assigned to their program and ensuring the program is accurately priced, balanced, and executable; who knows the policy and history regarding those assigned resources.

PROGRAM OBJECTIVES MEMORANDUM (POM): Document in which each military department and Defense agency recommends and describes biannually its total resource and program objectives. Program objectives are fiscally constrained. To allow flexibility for

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each service to develop balanced programs, reallocation of funds is permitted between major mission and support categories unless specifically stated otherwise in SECDEF's Fiscal Guidance Memorandum.

PROGRAM YEAR: A fiscal year in the FYDP that ends not earlier than the second year beyond the current calendar year. Thus, during the calendar year 1997, the first program year is FY99.

PROGRAMMING: The process of translating planned force requirements into time-phased manpower over the FYDP.

PROJECTED OPERATIONAL ENVIRONMENT (POE): The environment in which the ship or squadron is expected to operate, including the military climate (e.g., at sea, at war, capable of continuous operations at readiness Condition III).

PROJECTED WORKLOAD: An amount of work proposed or anticipated in the future to meet the requirements of a program/function.

QUALITY: The skill, grade, and experience associated with the manpower requirement and/or authorization.

QUALITY CONTROL: Those actions taken by the performing organization to control the production of goods or services so that they will meet the requirements of the performance work statement.

QUAN/QUAL BALANCING: The matching of MPN and RPN manpower authorizations to end strength.

RATE: Identifies enlisted personnel occupationally by paygrades E-1 through E-9.

RATING: A broad enlisted career field identifying an occupational specialty that encompasses related aptitude, training experience, knowledge, and skills for the purpose of career development and advancement.

REQUIRED FUNCTIONAL CATEGORY (RFC): Grouping of similar categories of work within a functional area. An RFC is a subdivision of a functional capability and includes parameters. The RFC is the lowest level for which staffing standards can be developed.

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REQUIRED FUNCTIONAL CATEGORY (RFC) CODE: A 3-position, alpha-numeric code used to identify each manpower requirement in TFMMS with the appropriate mission area/functional category of work for which the requirement is needed. Reference (r) contains code descriptions.

REQUIRED OPERATIONAL CAPABILITY (ROC): Statements prepared by mission and warfare sponsors which detail the capabilities required of ships and squadrons in various operational situations. The level of detail sets forth which weapons will be ready at varying degrees of readiness (e.g., perform anti-air warfare with full capability condition of readiness I; partial capability in condition of readiness III).

REQUIREMENT: A specific manpower space which is assigned qualifiers that define the duties, tasks, and functions to be performed and the specific skills and skill level required to perform the delineated functions.

REQUIREMENTS INDICATOR (RI) CODE: A 1-position field used in NMRS and in TFMMS to provide a method of indicating what requirements' determination methodology established the manpower requirement. Reference (r) contains code descriptions.

REQUISITION TAKE-UP MONTH: The month Enlisted Personnel Management Center (EPMAC) identifies the prospective individual to fill the authorization.

RESERVE UNIT IDENTIFICATION CODE (RUIC): UIC for a drilling reserve unit.

RESOURCE SPONSOR: OPO responsible for an identifiable aggregation of resources which constitute inputs to warfare and supporting tasks. The span of responsibility includes interrelated programs or parts of programs located in several mission areas. Reference (r) contains code descriptions.

SEA/SHORE ROTATION RATIO: This ratio represents the number of years that are required at sea, on average, for a certain number of years of shore duty.

SELECTED RESERVE (SELRES): Reservist assigned to a reserve unit receiving drill pay.

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SENSITIVE UIC INDICATOR (SUI): Code on the AMD indicating whether or not an AMD may be distributed to external Navy sources.

SERVICE DIVERSIONS: Service diversions are actions required of personnel by regulations or standard routine which must be accomplished during working hours and which detract from an individual's availability to do productive work.

SHIP MANPOWER DOCUMENT (SMD): Quantitative and qualitative manpower requirements for an individual ship or class of ships and the rationale for determination of the requirements. Requirements are predicated upon a ROC/POE, ship configuration, specified operating profile, computed workload, and established doctrinal constraints such as standard workweeks, leave policy, etc.

SHORE MANPOWER REQUIREMENTS: Claimant-approved quantitative and qualitative manpower requirements for a naval shore activity.

SKILL FIELD: An area of applied knowledge.

SQUADRON MANPOWER DOCUMENT (SQMD): Quantitative and qualitative manpower requirements for an individual aviation squadron or a class of squadrons and the rationale for the determination of the manpower requirements. Manpower requirements are predicated upon statements of ROC/POE, aircraft configuration, specified operating profile, computed workload, and established doctrinal constraints.

SPONSOR: A broad term covering responsibilities assigned a command, bureau, or office in support of a designated project. Sponsor responsibility may include: justification of funds, program objectives, technical guidance, procurement, manpower, training, and other matters.

STAFFING STANDARD: Depicts the quantitative and qualitative manpower required to accomplish a specific function(s) from the lowest to the highest workload values.

STANDARD: An acknowledged measure of comparison.

STANDARD, PRODUCTION: A measure of time allowed to accomplish a specific unit of work. It is based on an average trained, skilled, and experienced operator working at a normal pace, plus



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personal time, fatigue, and delay (PF&D) allowances to accomplish work by using a standardized process or method.

STATEMENT OF MANPOWER REQUIREMENTS (SMR): For shore activities, displays an activity's approved quantitative and qualitative peacetime manpower requirements.

SUBORDINATE MANPOWER CLAIMANT: A command or activity immediately subordinate to the manpower claimant.

SUPPORT MANPOWER: Shore manpower associated with shore activities. Support manpower is all manpower associated with units included in categories not included in combat manpower.

SYSTEM: A group of interacting, interrelated, or interdependent elements forming a collective entity.

TASK: A subdivision of work within a particular category.

TASKING DIRECTIVE: Any document from higher authority which generates a requirement to perform work.

TFMMS MICRO MANPOWER CHANGE APPLICATION (TMMCA): A software package that allows manpower managers to initiate AMD Change Requests through a PC. This is a viable alternative to employing the TFMMS Mainframe Computer.

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS): The single, authoritative data base for total force manpower requirements, and active duty MPN/RPN manpower authorizations and end strength. Provides storage and retrieval of historical, current, budget, and out-year manpower data. TFMMS provides access to current manpower data for resource sponsors, claimants, subclaimants, and others and provides storage and retrieval of transaction history.

TRAINING: Instruction which provides the learner with knowledge and skills required for immediate application in the accomplishment of a specific task or combination of tasks.

TRAINING AND ADMINISTRATION OF RESERVES (TAR): A TAR is a reserve officer or enlisted whose primary duties are concerned with the training and administration of the Naval Reserve.

TRAINING REQUIREMENT

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a. A requirement to train personnel in a specified quantity to perform identified duties and thereafter be available for assignment to the duties at a specified time.

b. A requirement for a training or educational program which will produce trained personnel for an identified purpose.

c. The performance which is required of a person in order to be effective in a given situation. Thus, the jobs to which individuals are assigned have performance connotations, which are training requirements in the sense that the individuals must be trained to perform as required.

d. A need, established by the training organization, for support of specified nature.

TRANSIENTS, PATIENTS, PRISONERS & HOLDEES (TPPH). (See Individuals Account.)

UNAVOIDABLE DELAY: An occurrence which is essentially outside the worker's control or responsibility that prevents the worker from doing productive work.

UNIT IDENTIFICATION CODE (UIC): A five position numeric or alpha-numeric code assigned by DFAS to ships, aircraft, units, shore activities, divisions of shore activities, commands, bureaus and offices, contractors' plants, and in some instances to functions or the specialized elements for identification. By use of this code, programming decisions can be related to organizational units and to commands, bureaus and offices responsible for administering funds affecting those units.

WATCH: That period during a duty day wherein an individual is assigned and required to be at a specific place to carry out such functions as security, safety, and communications. Normally, this period will be of 4-hour duration and will fall between the hours at the end of one work day and the beginning of the next. Total work-hours expended in the watch category are counted as productive work in the computation of the minimum manpower requirements.

WORK-HOUR: A unit of work equal to the productive effort of one person working 1 hour.

WORK-HOUR AVAILABILITY FACTOR (WAF): The average number of work-hours per month an assigned individual is available to

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perform primary duties. Required work-hours are divided by the WAF to determine the manpower requirements.

WORK-YEAR: A unit of work equal to the productive effort of one person working 8 hours per day, 5 days per week for a period of 1 year, adjusted to include paid leave and holidays.

WORKDAY: A unit of work equal to the productive effort of one person working 1 normal, 8-hour workday.

WORKLOAD: An expression of the amount of work, identified by the number of work units or volume of a workload factor (WLF), that a work center has on hand at any given time or is responsible for performing during a specified period of time.

a. Additive Workload. Work requirements of a specific activity which are in addition to work requirements common to other like activities.

b. Excluded Workload. Work not required at a specific activity which is required and common to other like activities.

c. Deviation. Procedural, equipment, or climate differences that cause significant time variations in common tasks at like activities.

WORKLOAD INDICATOR (WI): A broad index used to measure work and establish a relationship between workload and manpower requirements.

WORKWEEK: A unit of time that relates to a normal workweek per individual (e.g., 1 workweek per 10 employees = 10 man-weeks).